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MEMORANDUM FOR: Chief, Plans and Policy Staff

20 March 1957

SUBJECT : Intelligence School Weekly Activities Report #12
14 March through 20 March 1957

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I. SIGNIFICANT ITEMS - None.II. OTHER ACTIVITIESa. OTR Orientation Officer

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Date: <u>3-10-78</u> By: <u>85</u>

(1) The CIA Introduction program was conducted on 16 March for ☐ people.

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(2) On 14 March the CIA Review was held for ☐ overseas returnees.

(3) Arrangements have been all but completed for the first presentation of the JOT Wives' Briefing. ☐ met recently with ☐ OS, and approval by the Security Office was given for all three projected presentations. There remains the matter of coordination by the Security Office with ☐ Branch on ☐ Finally, the DCI's approval is being sought by the DD/S. With the concurrence of C/JOTP, a target date of 16 April has been set for the first presentation of the program.

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(4) ☐ is planning a modification in the structure of the CIA Introduction. Instead of the two and one-half hours of lecture material previously given new employees, two hours of lecture material will be presented and a 30-minute film on intelligence, produced by the Air Force, will be shown.

(5) The DDCI has agreed to open future Departmental Briefings with an official word of welcome.

b. Intelligence Orientation

(1) Intelligence Orientation #7 ended on Friday, 15 March. Student critiques were of a highly favorable nature. One student achieved a perfect score on the test.

(2) Sixty-six IAC guests attended the Intelligence Products Exhibit on 14 March.

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(3) On Friday, 15 March, [] met with [] of the A & E Staff to discuss the use of the new evaluation forms and the value of the Item Analyses of the Introduction to Intelligence test. It was agreed that future Item Analyses would not produce significantly different information about the test questions and therefore should be discontinued.

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(4) Special instruction for a doctor from the Medical Office will begin on Wednesday, 20 March. In order to meet an early date of departure, this man will attend selected portions of the Communism phase of the IO, supplemented by tutorial instruction by [] staff.

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(5) [] is again out of town presenting a third two-week Writing Workshop for Office of Communications personnel. This is the last of a series requested by OC for []

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c. Intelligence Training

(1) The [] students originally enrolled in Intelligence Techniques #4 completed the course on Friday, 15 March. This round was as enthusiastically received as previous presentations.

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(2) [] is working on preliminary plans for a proposed FDD Refresher course. This course will be similar in content to that of the OO/C Refresher.

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(3) [] recently lectured to the students of the Regional Survey [] course. In addition to the lecture, [] showed pictures which he had taken on a recent trip to []

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(4) [] is attending a course entitled "Correspondence Management Workshop," presented by GSA. It is a 12-hour course, given on four mornings for three hours. As the course is basically a letter-writing one, [] is looking for ideas that might be useful in the Writing Workshop.

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d. Management Training

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Basic Management #33 is scheduled to begin Monday, 25 March. This presentation is for middle managers in the GS 11-13 bracket. [] students are presently enrolled for the course. This is the last course that [] will conduct before his return to the Office of the Comptroller.

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e. Instructional Techniques

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[] students are enrolled in Instructional Techniques #24, being given by [] 18-22 March. [] of the students are from TSS and [] from OCR.

f. Administrative Training

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(1) The Office of the Comptroller has requested that a Cable and Dispatch Refresher be presented for employees of that Office. [] will conduct this refresher on 3, 4, and 5 April. [] have had meetings with [] of the Comptroller's Office and [] of the Finance Division in preparation for this presentation.

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(2) [] people from the DD/I complex have requested the OTR Registrar to include them in the next Cable and Dispatch Refresher. They feel they will benefit enough from the refresher to make their attendance worthwhile, even though this course will be slanted toward the needs of the Comptroller's Office.

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(3) The Administrative Training staff reviewed the films Pink Hippopotamus and 13 Rue Madelaine for possible use in the traceraft portion of Operations Support.

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g. Reading Improvement

[] is attending a part-time Writing Workshop conducted by GSA. The workshop's goal is to clarify the principles of Plain Letters. The information she obtains will be helpful in the readability study currently being done. [] is teaching the Reading Improvement classes in [] absence.

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h. Clerical Training

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(1) During the week of 11 March there were [] people in Clerical Induction Training and [] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 11 March were as follows: Of [] people tested in shorthand, [] qualified; of [] people tested in typewriting, [] qualified.

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(3) Clerical Refresher #67 began on Monday, 18 March, with [] students enrolled. [] are from the DD/P, [] are from the DD/S, and [] are from the DD/I.

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III. PERSONNEL NOTES

a. [] has returned to work on a part-time basis.

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b. [] has been on sick leave since 14 March. It will probably be necessary for him to have an operation, and he may not be able to return to duty for a month or more.

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c. [] returned from sick leave on 19 March.

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d. [] returned from his Florida vacation on 18 March.

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Chief, Intelligence School

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